

PLANNING AND ZONING COMMISSION'S
MUNICIPAL LAND USE PLAN COMMITTEE
Meeting Date: October 7, 2009

MINUTES

PRESENT: Karen Buckley, Chairman
Gene Maiorano, Chief, Salem Vol. Fire Dept.
Bob Appleby, Recreation Commission
Jim Savalle, Chief, Gardner Lake Vol. Fire Dept.
Don Bourdeau, Public Works Director/Fire Marshal
Jim Fogarty, Selectman
Dan Kung, Chairman, Board of Education
Mary Ann Chinatti, Town Planner/ZEO/WEO

ABSENT: Hugh E. McKenney, Chairman, Planning and Zoning Commission

CALL TO ORDER

Chairman Buckley called the meeting to order at 7:15PM. She then recapped the Committee's purpose, and noted that Planning and Zoning Commission Chairman has suggested a completion date of February 1, 2010.

COMMITTEE BUSINESS

The Committee discussed conducting the project in two major phases—the first being a multi-part data-gathering phase and the second being development of the Plan itself. Chairman Buckley dealt primarily with the data-gathering phase in this recap:

Data Gathering, Part I. Gadbois Parcel

As acquisition of the Gadbois parcel is a major change to the Town's property since the last update of the Municipal Land Use Plan (MLUP), the Committee determined a site walk would be held for those not familiar with the Gadbois property, and a tentative date of October 24 at 1:00PM was set. Mr. Fogarty indicated he would lead the site walk, and an invitation would be extended to members of the Planning and Zoning Commission and any other interested parties.

Data Gathering, Part II. Assessment of Current Property

Chairman Buckley stated that there are two components of this assessment: One is the physical condition and sustainability of the property. The other is how well the property is serving the purpose for which it is used.

Physical condition and sustainability: Chairman Buckley and Mr. Bourdeau indicated they will develop a format for reporting on the physical condition of each structure. This will be used to evaluate how well the structure will serve over a 5-year, 10-year, and 15-year horizon. The evaluations will be done by Mr. Bourdeau and other knowledgeable persons.

Functional usefulness of the property: Those who use the various properties will be asked to evaluate how well the structures are serving their purposes currently, and to project how well they will serve over 5-, 10-, and 15-year horizons. The gathering of this information will not lend itself to standardization as easily as the physical assessment will. It is anticipated that the Committee will depend on a combination of interviews, reports from other commissions/committees, and reviews of documentation which has already been produced.

Data Gathering, Part III. Projection of Future Needs

There are other groups currently engaged in planning activities for Salem. These include, but are not limited to, the Plan of Conservation and Development (POC&D), of which our project is a subset, the Vision Committee, the Recreation Commission, a school renovations project.

Under the auspices of the POC&D and the Vision Committee, a Townwide Survey will be conducted in November. The results of that survey will be input for this Committee's recommendations. The Committee also needs to look at the future of Emergency Services. These and other inputs will comprise the information needed for Data Gathering, Part III.

It is noted that, even though Parts I, II, and III, are listed sequentially, they are not likely to occur one after the other. Those providing the information have other responsibilities, and their as-available assistance will be gratefully accepted

The Data Gathering Parts will move forward in parallel. The Committee will be gathering Current Assessments and Future Projections at the same time, but they will be different sections of the final report.

NEXT STEPS:

- Lead site walk of Gadbois Parcel on 10/24/09: Mr. Fogarty;
- Develop format for physical assessment of properties: Chairman Buckley and Mr. Bourdeau;
- Assign lead persons for conducting physical assessments: Chairman Buckley, Mr. Bourdeau, and others;
- Develop overall project plan: Chairman Buckley.

MEETING DATES (meetings to begin at 7:00; locations TBD):

Wednesday, October 28, 2009
Tuesday, November 10, 2009
Monday, November 30, 2009
Tuesday, December 8, 2009
Tuesday, January 12, 2010
Wednesday, January 27, 2010

It is hoped that the Committee will have a report from one or more of the groups mentioned above for the October 28 meeting.

With no further business, the Committee unanimously voted to adjourn at 8:15PM.

Respectfully submitted,

Karen Buckley, Chairman, Municipal Land Use Plan Committee